

# Event Checklist



To help you better plan your event we have provided this checklist with some common questions/issues that will need to be addressed in order to make your event a success.

## **When Booking**

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Event Date	What Room(s) Requesting to Book
Set Time	Number of Guests
Event Times	Main Contact(s) for Event
Clean-up Times	Contact Numbers/E-Mail Addresses
Will you need a changing room	

*Credit Card for non-refundable payment is required at this time*

**Payment in full (room rental fee and damage deposit) is due at the time you book.**

## **4 Weeks Prior To Event Date**

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Name of Caterer	DJ or Live Music
Served or Buffet Dinner	Audio Visual Needs:
Dance Floor (size)	Projector, Screen, TV/VCR
Liquor Information (hosted or cash bar) with guaranteed number of guests	
Vendor List to Event Coordinator: DJ, Cake Person, Rental Company...	

*Please Note: The Center Does Not Provide Cleaning Staff.*

*When Booking Caterer Please Be Sure To Discuss Who Will Be Taking Care Of All Necessary Cleaning Issues Both During And After The Event Has Ended.*

## **2 Weeks Prior To Event Date**

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Final Guest Count	Finalize Times
Room Set Requirements Finalized	All Invoices Paid In Full
Security Charges Paid In Cash To Event Center Staff	
Final Walk Through With Caterer	Lessee Signed "Cleaning Contract"
Names of Those Checking Out With Staff after Event Ends	

**Security payment must be made at this time or bar service will not take place**

If You Are Having Any Items Dropped Off Please Include Drop Off & Pick Up Times  
(deliveries must be within the 8-hour contracted window)

Name Of The Company And Contact Person